



Town of Minerva

*Stephen McNally, Supervisor
Douglas McCall, Councilman
Keith Dubay, Councilman
David LaBar, Councilman
Scott Fish, Councilman
Jon Fish, Highway Superintendent
Diana Mason, Town Clerk*

PO Box 937,
5 Morse Memorial Highway
Minerva, NY 12851
518-251-2869 (phone)
518-251-5136 (fax)

<http://www.townofminerva.com>

Public service is a privilege. Thank you for allowing us to serve you.

Thank you for attending tonight's town board meeting. We will hold two public comment periods. The first, at the beginning of the meeting, will be limited to 10 minutes. The second, at the end of the meeting, will be as long as it needs to be.

Public comment, like public service, is a privilege. Thank you in advance for sharing your questions and concerns and for respecting your neighbors who are here as a member of the public or as a member of the board.

The Town of Minerva reserves the right to enter into executive sessions to consider issues allowable under the New York State Open Meetings Law. We will do our best to schedule those at the end of the meeting for the convenience of those attending. There may be times when it will be prudent for us to enter executive session earlier in the evening. We apologize in advance for any inconvenience that this may cause to those attending our meetings.

Corresponding meeting material is located in the blue binder and on our web page. We would be happy to make copies upon request during normal business hours.

Town of Minerva Board Meeting Agenda September 30th, 2020

Roll Call
Pledge of Allegiance
Public Comment

Approval of September 17th, Board meeting minutes

Correspondence
Gail Setlock from Gore Mountain

New Business
Resolution to Authorize Budget Transfer for Waterfront Project
Resolution of Thank for John Brown
Resolution to Authorize McNally Standard Workday
Resolution to Approve Adjustment to 2020/2021 Snow & Ice Contract
Resolution to Authorize earnest Clark logging as prepay

Supervisor's Report

Highway Superintendent's Report

Department Reports
Food Pantry - September

Public Comment

Councilmen Comments

Adjournment

**Town of Minerva
Town Board Meeting
September 17, 2020**

The semi-monthly meeting of the Minerva Town Board held on Thursday, September 17, 2020 was called to order at 7:00 PM. ~Upon Roll Call~

Stephen McNally- Supervisor-excused
Douglas McCall-Councilman-present
Keith Dubay-Councilman-absent
David LaBar-Councilman-present
Scott Fish-Councilman-present
Public Comment #1 None

#195 Motion by McCall seconded by LaBar to accept the minutes of the September 3, 2020 meeting. Carried 4-0
Correspondence was received from the Minerva Vol. Fire Dept & Rescue Squad to open contract negotiations for

#196 Motion by LaBar seconded by Fish to approve vouchers #509-578 with General Fund=\$14,334.34; Highway Fund=\$73,238.47; Trust and Agency Fund=\$0.00; Parks District =\$1,675.28; Fire Protection fund: \$00; Park & Playground Capital Improvement Fund: \$1,169.28; Water District= \$3,520.34; LWRP Fund =\$0.0; CC Capital Imp Fund \$0; Ice Rink Pavilion Capital: \$5,569.81; Minerva Lake Dam Repair Cap \$0; Prepaid: \$58,659.24 for Grand Total of \$158,166.76.

Carried 4-0

#197 Motion by McCall seconded by LaBar to accept the Operating Statements dated 8/31/2020.

Carried 4-0

#198 Motion by McCall seconded by LaBar to accept the Cash report dated August 31, 2020.

Carried 4-0

#199 Motion by McCall seconded by Fish to approve RESOLUTION to change regular board meeting dated from October 1 to Wednesday, September 30 due to budget timeline requirements..

Carried 4-0

#200 Motion McCall seconded by Fish to approve RESOLUTION to accept proposal from Northwoods Concrete for sidewalk construction and replacement and approve as a pre-pay in the amount of \$5000.00. Roll Call Vote YES~McCall, LaBar, Fish, McNally. NO~none

Carried 4-0

#201 Motion by McCall seconded by LaBar to approve RESOLUTION to authorize budget line transfer for International Installment in amount of \$2437.00. Roll Call Vote YES~McCall, LaBar, Fish, McNally. NO~none

Carried 4-0

Supervisor report: He is looking to bid through NYS for a new van at a cost of \$27,000 to replace the 2010 van from parks account; budget workshops were scheduled for Tuesday, Oct. 6 and Thurs. Oct. 8 with a Public Hearing on Oct. 15 meeting; attended an

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Town of Minerva
 Town Board Meeting
 September 17, 2020

informational meeting on composting with materials costing \$15,000.

Highway Superintendent Report: no money from FEMA yet, will need to transfer money to balance budget by end of year.

- #202 Motion by LaBar seconded by McCall to accept the MVFD & RS report for August 2020. Carried 4-0
- #203 Motion by LaBar seconded by Fish to approve Town Clerk report for August, 2020. Carried 4-0
- #204 Motion by LaBar seconded by McCall to go into Executive Session at 7:28 PM for personnel matter. Carried 4-0
- #205 Motion by McCall seconded by Fish to come out of Executive Session at 8:15 PM and return to regular session. NO ACTION TAKEN. Carried 4-0

Public Comment #2-none

Councilman Comments:

Fish-none

LaBar--6 abnormal milfoil plants were discovered in the Minerva Lake, Dave will investigate.

McCall-work on the storage area of the Town Hall, got prices for an 8 foot door-both insulated and non-insulated.

- #206 Motion by McCall seconded by LaBar to approve RESOLUTION to hire Winchip Door to buy and install a 8X8 insulated door from Building Equipment 1620.0 not to exceed \$1500. Roll Call Vote YES--McCall, LaBar, Fish, McNally. NO~none Carried 4-0

McCall gave an update on the pavilion, footings, brackets, trusses and bolts.

- #207 Motion by McCall seconded by LaBar to adjourn at 8:34 PM. Carried 4-0

Diana Mason
 Town Clerk



Danae Tucker <finance@townofminervany.gov>

Gore Regional school program 20-21

1 message

Gail Setlock <gail@goremountain.com>
To: Gail Setlock <gail@goremountain.com>

Thu, Sep 24, 2020 at 1:35 PM

Hi all Gore Regional School (GRS) program advisors & coordinators,

I hope you all are well. As you can imagine, we are organizing our Operations with covid restrictions and safety in mind. And we are still working on the details of how our Operations will work.

I have some general information for you at this time, regarding the GRS program for this year.

Program dates: **Sundays, Jan 10, 24, 31, Feb 7,21, 28** - 6 weeks, no program Jan 17 nor Feb 15 due to holidays

Program rates:

- Child - lift & lesson \$200
- Child - lift, lesson & rental \$308
- Child passholder rate - \$120 for 6 lessons only

Lesson times TBA, as we are still working that out.

Can you please respond to me with the following:

- 1- do you plan to offer the GRS program to your school/town this season**
- 2- what are estimated # of students you think will sign up (same as last year, more than last year, less than last year)**
- 3- will you still be the contact person/advisors/chaperone for the program**

Thank you all for your patience as we plan for this winter. In the meantime, be well and be safe

Gail

Resolution No. _____

TOWN OF MINERVA
Regular Board Meeting

September 30, 2020

Resolution to Authorize Budget Amendment

The following resolution was offered by _____ who moved its adoption:

Whereas the Town of Minerva Town Board has a responsibility to keep each line item in the Annual budget whole,

Be it resolved that: The Town Board of the Town of Minerva authorizes the following budget amendment:

Account From	Account to	Amount	Detail
Fund Balance		\$17,048.15	
	Waterfront 200.17	\$17,048.15	Waterfront project Engineering

This resolution was duly seconded by _____. A roll call vote was taken with the following results:

AYES: _____ Dubay
 _____ McCall
 _____ Labar
 _____ Fish
 _____ McNally

NOES: _____ Dubay
 _____ McCall
 _____ Labar
 _____ Fish
 _____ McCall

As the duly elected Town Clerk of the municipality known as the Town of Minerva, I do hereby certify the following resolution was offered and duly seconded at the regular bimonthly board meeting held on _____ with the results of said resolution noted above.

Dated: _____

Signature _____

Diana Mason, Town Clerk

TOWN SEAL

71972.17.002



FEES SUMMARY

DATE 9/1/2020

CLA SITE Landscape Architecture, Engineering & Planning, P.C.

Attention: **Stephen McNally**
 Town of Minerva
 PO Box 217
 Elizabethtown, NY 12932

PROJECT NAME: Town of Minerva LWRP
 CLA SITE PROJECT NO.: 357-20-957

INVOICE NO. 3614

For the time period: **7/1/2020** to **8/31/2020**
This Invoice: \$17,048.15

Contract Summary	Total Billed Previously	This Invoice	Total Billed to Date	Contract Amount	Balance Remaining	% Complete as of this invoice
Task 1: Second Project Meeting	\$ 1,440.00	\$ -	\$ 1,440.00	\$ 1,440.00	\$ -	100%
Task 2: Preparation of Community Outreach	\$ 1,626.25	\$ 8.75	\$ 1,635.00	\$ 1,635.00	\$ -	100%
Task 3: Waterfront Revitalization Area	\$ 1,455.00	\$ -	\$ 1,455.00	\$ 1,455.00	\$ -	100%
Task 4: Inventory and Analysis	\$ 4,560.00	\$ -	\$ 4,560.00	\$ 4,560.00	\$ -	100%
Task 5: First Public Information Meeting	\$ 2,686.50	\$ 3,243.50	\$ 5,930.00	\$ 5,930.00	\$ -	100%
Task 6: LWRP Policies	\$ 1,126.25	\$ 1,808.75	\$ 2,935.00	\$ 2,935.00	\$ -	100%
Task 7: Proposed Land and Water Uses	\$ 10,859.00	\$ 3,581.00	\$ 14,440.00	\$ 14,440.00	\$ -	100%
Task 8: Second Public Meeting	\$ -	\$ -	\$ -	\$ 5,735.00	\$ 5,735.00	0%
Task 9: Techniques for Local Implementation	\$ 546.25	\$ 3,643.75	\$ 4,190.00	\$ 4,190.00	\$ -	100%
Task 10: Draft Section VI Fed & State Actions	\$ 230.00	\$ -	\$ 230.00	\$ 2,250.00	\$ 2,020.00	10%
Task 11: Local Commitment and Consultation	\$ -	\$ -	\$ -	\$ 1,440.00	\$ 1,440.00	0%
Task 12: SEQRA	\$ -	\$ 195.00	\$ 195.00	\$ 3,515.00	\$ 3,320.00	6%
Task 13: Draft LWRP	\$ 2,577.50	\$ 3,989.55	\$ 6,567.05	\$ 9,250.00	\$ 2,682.95	71%
Task 14: 3rd Public Information Meeting	\$ -	\$ -	\$ -	\$ 5,355.00	\$ 5,355.00	0%
Task 15: Final LWRP	\$ -	\$ -	\$ -	\$ 4,360.00	\$ 4,360.00	0%
Task 16: Administration	\$ 832.50	\$ 360.00	\$ 1,192.50	\$ 3,060.00	\$ 1,867.50	39%
Expenses	\$ -	\$ 217.85	\$ 217.85	\$ 3,400.00	\$ 3,182.15	6%
TOTALS	\$ 27,939.25	\$ 17,048.15	\$ 44,987.40	\$ 74,950.00	\$ 29,962.60	

Authorized Signature Principal Title

Resolution No. _____

TOWN OF MINERVA

September 30, 2020
Regular Board Meeting

Resolution of Appreciation for Service of John Brown

The following resolution was offered by _____ who moved its adoption:

WHEREAS John Brown served on the Town of Minerva Planning Board as a member for many years, and

WHEREAS John also served the Minerva Community by working on the Zoning Law and Comprehensive Plan,

THEREFORE BE IT RESOLVED, The Town Board of The Town of Minerva publicly acknowledges a debt of gratitude to John Brown, and

FURTHER BE IT RESOLVED, The Town Board of The Town of Minerva thanks John Brown for his years of service to The Town of Minerva.

This resolution was duly seconded by _____. A roll call vote was taken with the following results:

*AYES: _____Dubay
_____McCall
_____LaBar
_____Fish
_____McNally*

*NOES: _____Dubay
_____McCall
_____LaBar
_____Fish
_____McNally*

As the duly elected Town Clerk of the municipality known as the Town of Minerva, I do hereby certify the following resolution was offered and duly seconded at the regular bimonthly board meeting held on _____ with the results of said resolution noted above.

Dated: _____

Signature _____

Diana Mason, Town Clerk

TOWN SEAL

Resolution No. _____

TOWN OF MINERVA

September 30, 2020
Regular Board Meeting

Resolution to Report the Standard Work Day for Elected and Appointed Officials

The following resolution was offered by _____ who moved its adoption:

Be it resolved that the Town Board of the Town of Minerva hereby reaffirms the following standard work days for these titles and will report the officials to the New York State and Local retirement System based on their record of activities:

Title	Std. Work Day	Name	SSN last 4 digits	Registration Number	Tier 1	Current Term Begin & End Dates	Record of Activities Result	Not Sub.
Appointed								
Town Supervisor	8	Stephen McNally	----	4104295-3		1/1/18 - 12/31/21	22 days per month	

This resolution was duly seconded by _____. A roll call vote was taken with the following results:

AYES: _____ Dubai
 _____ McCall
 _____ LaBar
 _____ Fish
 _____ McNally

NOES: _____ Dubai
 _____ McCall
 _____ LaBar
 _____ Fish
 _____ McNally

As the duly elected Town Clerk of the municipality known as the Town of Minerva, I do hereby certify the following resolution was offered and duly seconded at the regular bimonthly board meeting held on _____ with the results of said resolution noted above.

Dated: _____

Signature _____
Diana Mason, Town Clerk

TOWN SEAL

Resolution No. ____

TOWN OF MINERVA

September 30, 2020
Regular Board Meeting

Resolution to Approve Adjustment to NYS DOT Snow & Ice Agreement

The following resolution was offered by _____ who moved its adoption.

WHEREAS The Town of Minerva has provided snow & ice removal services to the New York State Department of Transportation on state highways in the Town of Minerva for many years; and

WHEREAS The State Department of Transportation has offered the Town an adjustment of its current contract at a total amount for the 2020/2021 season of \$72,253.50 (see attached),

BE IT RESOLVED that the Town of Minerva agrees to approve the 2020/2021 contract adjustment and authorizes the Supervisor to sign the contract extension.

This resolution was duly seconded _____. A roll call vote was taken with the following results:

AYES: _____ Dubay
_____ McCall
_____ LaBar
_____ Fish
_____ McNally

NOES: _____ Dubay
_____ McCall
_____ LaBar
_____ Fish
_____ McNally

As the duly elected Town Clerk of the municipality known as the Town of Minerva, I do hereby certify the following resolution was offered and duly seconded at the regular bimonthly board meeting held on _____ with the results of said resolution noted above.

Dated: _____

Signature _____

Diana Mason, Town Clerk

TOWN SEAL



**2020/21 MUNICIPAL SNOW AND ICE AGREEMENT SUPPLEMENTAL AGREEMENT AND
ADJUSTMENT/CALCULATION WORKSHEETS**

With our Municipal Snow and Ice Agreements now five-year agreements, DOT no longer needs to approve one-year extensions every year. However, we are still required to adjust the estimated expenditure each year of the contract term to account for changes in labor, materials, equipment, and fixed costs. In years 2 through 5 of each contract, the estimate may require a simple re-calculation or a fully approved and executed contract amendment (also known as a Supplemental Agreement) depending on how light or severe the previous winter was.

The materials for the 2020/21 Municipal Snow and Ice Agreement Adjustment/Calculation Worksheets and Supplemental Agreement Cover are being sent with this letter. The package includes the worksheets themselves, and the Supplemental Agreement Cover document.

The Adjustment/Calculation worksheets will contain specific criteria found near the end to determine whether a Supplemental Agreement will be needed, based on how much the 2020/21 estimate changes from last year.

The completed package shall include the items listed below:

If the Supplemental Agreement Cover is required:

1. Four (4) Supplemental Agreements, with the appropriate fields filled in with original signatures and notary seal on each.
2. Four (4) filled-out and signed Adjustment/Calculation Worksheets.
3. Four (4) Resolutions from the Municipality complete with original signatures and certified with Municipal Seal on each.

If the Supplemental Agreement Cover is NOT required:

1. Three (3) filled-out and signed Adjustment/Calculation Worksheets.

NOTE: if there are other changes that need to be made to the original Agreement, such as a change in lane miles being contracted out, or a change to the map originally provided in the Agreement, or any other changes being made to the terms of the agreement other than revising the estimate, then a completed Supplemental Agreement will be required and need the items listed above.

It is important that the documents be returned to Main Office for processing as soon as possible. Failure to return the completed documents to Main Office by December will result in delays in issuing the correct Interim Payment amount.

If you have any questions regarding Municipal Snow and Ice Agreements, please contact Brian French at Brian.French@dot.ny.gov. Thank you so much.

Contract No.: D014772
 Supplemental Agreement No.: 1
 Date Prepared: _____

SUPPLEMENTAL AGREEMENT No. 1 to Contract No. D014772

This Supplemental Agreement is by and between:

the New York State Department of Transportation ("NYSDOT"), having its principal office at 50 Wolf Road, Albany, NY 12232, on behalf of New York State ("State"); and the

TOWN OF MINERVA ("Municipality")
 Acting by and through the _____.

This amends the existing Municipal Snow and Ice Agreement between the parties in the following respects only (*check all that apply*):

- Amending the contract end date ONLY
- Amending the number of lane miles/specific roads covered under Paragraphs 7 and 9 of the Original Agreement (revised map attached)
- Amending the estimated expenditure for the _____ season by:
 - adding funding due to exceeding the Estimated Expenditure for the above-mentioned season (required Amendment B attached with a copy of the final snow & ice voucher, if applicable)
 - adding funding to adjust the Estimated Expenditure to account for increases in labor, materials, equipment, and/or overall costs, per the terms in Paragraphs 9 and 10 in the Original Agreement (Adjustment Worksheet and Municipal Resolution attached)
- Extending the Agreement for an additional 5-year period (Extension No. _____ of a maximum of 3)
- Other: Incorporating the October 2019 version of Appendix A & A-1

Contract No.: D014772
Supplemental Agreement No.: 1
Date Prepared: _____

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by their duly authorized officials as of the date first above written.

THE PEOPLE OF THE STATE OF NEW YORK

MUNICIPALITY:

By: _____
For Commissioner of Transportation

By: _____

Print Name: _____

Date: _____

Title: _____

STATE OF NEW YORK)ss.:

COUNTY OF ESSEX

On this _____ day of _____, 20____ before me personally came _____ to me known, who, being by me duly sworn did depose and say that he/she resides at _____; that he/she is the _____ of the Municipality described in and which executed the above instrument; that it was executed by order of the _____ of said Municipality pursuant to a resolution that was duly adopted on _____ and which a certified copy is attached and made a part hereof; and that he/she signed his/her name thereto by like order.

Notary Public

APPROVED AS TO FORM
STATE OF NEW YORK ATTORNEY GENERAL

APPROVAL BY NYS COMPTROLLER'S OFFICE

By: _____

By: _____

NYS DOT Municipal Snow & Ice Program

AGREEMENT ADJUSTMENT/CALCULATION WORKSHEET

For Fixed Lump Sum Agreements

2020/21 Snow & Ice Season

Current Contract Period: 7/1/2019 to 6/30/2024

Municipality	TOWN OF MINERVA	Contract #	D014772
County	ESSEX	Region	1
Contract LM	10.8		

2019/20 Season's Estimated Expenditure				\$71,949.30		
%	Labor	21.87%	Materials	53.56%	Equipment	24.57%
Value	\$15,735.65		\$38,538.12		\$17,675.53	

LABOR *

Labor Portion of 2019/20 Estimated Expenditure \$15,735.65

* Attach Municipality's certification of applicable labor cost increase

MATERIALS

Materials Portion of 2019/20 Extension's Estimated Expenditure \$38,538.12

	% Materials	2019/20 Total Material \$	I. Proportionate \$ Amount	2020/21 Price Per Unit	2019/20 Price Per Unit	Difference (Show +/-)	II. ± ▲ %	I. x II. Inc/Dec
Salt	100%	\$38,538.12	\$38,538.12	\$80.00	\$80.35	-\$0.35	-0.44%	-\$167.87
Sand								
Other								
Materials Total								\$38,370.25

Equipment Portion of 2019/20 Estimated Expenditure \$17,675.53

Resolution No. ____

TOWN OF MINERVA
Regular Board Meeting

September 30, 2020

Resolution to Authorize Payment to Earnest Clark Logging for firewood

The following resolution was offered by _____ who moved its adoption:

WHEREAS, the Town of Minerva operates a wood boiler heating system

WHEREAS, Earnest Clark Logging has delivered 13 cords of log length firewood

THEREFORE BE IT RESOLVED, The Town Board of The Town of Minerva authorizes the pre-payment of invoices 172351 & 172352 to earnest Clark Logging.

Contractor	Account	Account Name	Amount to Pay	
Earnest Clark Logging	51324.01.004	Garage Contractual	\$1,300.00	

This resolution was duly seconded by _____. A roll call vote was taken with the following results:

AYES: _____ Dubai
 _____ McCall
 _____ LaBar
 _____ Fish
 _____ McNally

NOES: _____ Dubai
 _____ McCall
 _____ LaBar
 _____ Fish
 _____ McNally

As the duly elected Town Clerk of the municipality known as the Town of Minerva, I do hereby certify the following resolution was offered and duly seconded at the regular bimonthly board meeting held on _____ with the results of said resolution noted above.

Diana Mason, Town Clerk

Town Seal

**REGIONAL FOOD BANK OF NENY
HPNAP Monthly report**

Please submit this report by the 10th of the month following the month for which you are reporting.

Report Month/Year: 09/2020

Food Bank ID#: 1101F

Name of Agency/Program: Minerva Food Pantry

County: Essex

Total Individuals Served

(Shelters and Soup Kitchens: please count meals provided, not including seconds.)

Children (ages infant -17)	<u>38</u>
Adults (ages 18-64)	<u>56</u>
Elderly (age 65+)	<u>67</u>
Households	<u>78</u>

Submitted by: Kathleen DeGuilme

Date: 10/1/2020

Telephone: (518) 251-2644 or (518) 251-2869

Email:
lindunida@gmail.com

Street Address of Agency/Program site: Minerva Community Center, Lower Level,
1652 State Route 28N, Minerva NY 12851

